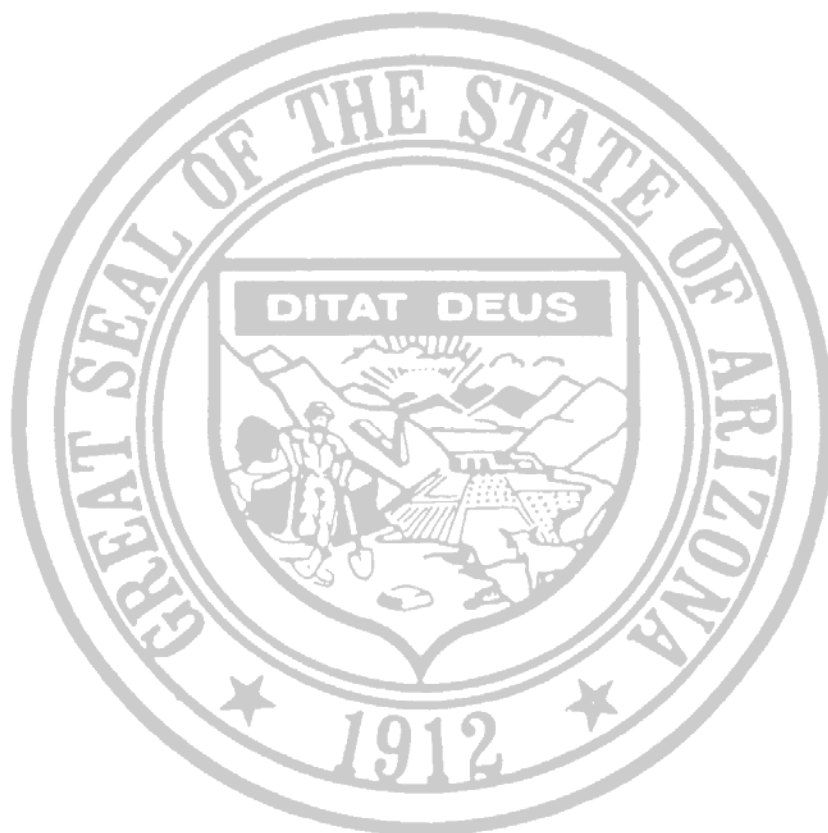


Arizona

Methods of Administration

Workforce Investment Act



Element One:
Designation Of State And Local-Level
Equal Opportunity Officer

ELEMENT ONE

DESIGNATION OF STATE AND LOCAL-LEVEL EQUAL OPPORTUNITY OFFICER (29 CFR 37.23 through 37.28)
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Purpose:

The intent of this Element is to ensure that any individual the State or a recipient (Local Workforce Investment Area or any sub-recipient) appoints as an Equal Opportunity (EO) Officer has the education, training, and experience and qualified support staff, to perform his or her duties as assigned under 29 CFR Part 37. Additionally, the EO Officer should not be in a position that would constitute a conflict of interest. The State must assure that on EO matters, the EO Officers report directly to the appropriate agency official.

Narrative:

- **Each individual designated as a State level and each individual designated as a local-level Equal Opportunity Officer, by name, position title, business address (including e-mail address if applicable) and telephone number (including TDD/TTY number). (See 29 CFR Part 37.23.)**

State of Arizona WIA Equal Opportunity Officer:

William Gadzia

State WIA EO Officer
Employment Administration/WIA Section
Arizona Department of Economic Security
1789 West Jefferson - 920 Z
Phoenix, AZ 85007
(602) 542-2484; fax (602) 542-2491
wgadzia@azdes.gov

List of Arizona LWIA and Tribal EO Officers:

The State of Arizona has 15 designated local areas under the Workforce Investment Act. Each LWIA has identified an EO Officer. Listed below are the names and job titles for the 15 Local Workforce Investment Area EO Officers.

Tina Gamboa

EO Officer for Apache County LWIA
Operations Manager
Apache County Workforce Partnership
1016 South Main Street
Snowflake, AZ 85937
(928) 536-3668 or (928) 333-4454; fax: (928) 536-3748
TDD/TTY 1-800-367-8939
tgamboa@workforce.ws

Mary Tieman

EO Officer for Cochise County LWIA
Executive Administrative Assistant
Cochise County Workforce Development
1840 Paseo San Luis
Sierra Vista, AZ 85635
(520) 458-9309; fax (520) 417-9910
TDD/TTY (520) 452-1667
mtieman@cpic-cas.org

Janetta Beaumont

EO Officer of Coconino County
Program Coordinator
Coconino County Career Center
110 East Cherry Avenue
Flagstaff, AZ 86001
(928) 522-7900
Jbeaumont@coconino.Arizona.gov

Barbara Valencia

EO Officer for Gila/Pinal LWIA
Gila/Pinal WIB Program Manager
Gila County Division of Health and Community Services
P.O. Box 2778
Globe, AZ 85502
(928) 425-7631, Ext. 8657
1-800-304-4452
TDD (928) 425-0839
bvalencia@co.gila.az.us

Terry Cooper

EO Officer of Graham County LWIA
Graham County Manager
926 Thatcher Street
Safford AZ. 85546
928-428-3250
TDD/TTY (928) 428-3250
TCooper@graham.az.gov

Evangelina Esquivel

EO Officer of Greenlee County LWIA
Program Manager, Greenlee Career Center
Highway 191 and Wards Canyon Road\
P.O. Box 1537
Clifton, AZ 85533
(928) 865-4151 fax (928) 865-3566
vesquivel@aznex.net

Geoff Riches

EO Officer of Mohave County LWIA
Human Resources Director
809 E. Beale Street
Kingman, AZ 86401
(928) 753-0736 Fax: (928) 753-0783
TTD: (928) 753-0726
Geoff.Riches@co.mohave.az.us

Cheryl Burns

EO Officer for La Paz County LWIA
La Paz Director
La Paz Career Center
1113 Kofa Avenue
Parker, AZ 85344
(928) 669-9812 fax (928) 669-6326
Cburns@co.la-paz.az.us

Rudy Barcelo

EO of Maricopa County LWIA
Quality Assurance Specialist
Maricopa County Human Services Department
Workforce Development Division
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rbarcelo@mail.maricopa.gov

Tina Gamboa

EO Officer for Navajo County LWIA
Operations Manager
1016 South Main Street
Snowflake, Arizona 85937
Day Phones (928)536-3668 or (928)333-4454
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tgamboa@workforce.ws

Beverly Marsh

EO of City of Phoenix LWIA
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Phoenix, Arizona 85003
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TDD 602-534-5500
beverly.marsh@phoenix.gov

Rosemary Cora-Cruz

Coordinator, EO Officer of Pima County LWIA
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Tucson, AZ. 85745
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Hector Martinez

EO Officer for Santa Cruz County LWIA
Program Manager
Santa Cruz County
Commerce and Economic Development
2935 N. Grand Avenue
Nogales, Arizona 85621
520-375-7670
520-281-1166 Fax
hmartinez@co.santa-cruz.az.us

Tony Corcoran

EO of Yavapai County LWIA
Director of Administration,
Northern Arizona Council of Governments,
(928) 774-1895, extension 1185
TCorcoran@nacog.org

Christina Throop

EO Officer for REPAC
Deputy Program Manager
REPAC Consortium
8128 East Highway 69, Suite 203
Prescott Valley, AZ 86314
(928) 425-7631 ext. 8565 or (800) 276-4452
cthroop@co.gila.az.us

Nidia Herrera

EO Officer for Yuma County LWIA
MIS/QC Compliance Coordinator
Yuma Private Industry Council, Inc.
3834 West 16th Street
Yuma, AZ 85364
(928) 329-0990 ext.160
TDD/TTY (928) 329-6466
NHerrera@ypic.com

Nineteen Tribal Nations Consortium:

The Nineteen Tribal Nations Workforce Investment Area (NTNWIA) is a consortium of Tribes in Arizona. The NTNWIA Strategic Plan states, "As sovereign Nations, Tribal Government establishes their own policy regarding Equal Opportunity commitments... on each Indian reservation to ensure compliance with applicable Federal and Tribal laws and regulations." Thus, it is the choice of the Nineteen Tribal Nations Workforce Investment Board (NTNWIB) that each member Tribe in the Consortium designates their own Equal Opportunity officer for their Tribe to resolve any disputes quickly and locally.

Mathew Leivas Sr.

Tribal Employment Rights Office Director
Colorado River Indian Tribes
RT 23 B
Parker, AZ 85344
(928) 669-1380; fax (928) 669-1261

Frank Molina

WIA Program Director
Cocopah Indian Tribe
PO Box 1980, 14250 South Avenue I
Somerton, AZ 85350
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Cococvt@c2i2.com

Lawanda Pablo

Tribal Employment Rights Office Director, Compliance Officer
Gila River Indian Community
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Sacaton, AZ 85247
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Lawanda.Pablo@GRIC.msn.us

Brent Honahni

Director/ Compliance Officer, Tribal Employment Rights Office
The Hopi Tribe
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B.Honahni@hopi.msn.us

Everett Manakaja, Jr.

Director/ Compliance Officer, Tribal Employment Rights Office
The Hualapai Tribe
941 Hualapai Way
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everett@hualapaitribalnation.org

Bette Hartsfield

ITCA EO Officer
Inter-Tribal Council of Arizona, Inc.
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Phoenix, AZ 85004
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bette.hartsfield@itcaonline.com

Rosy Matas

Human Resource Director
Pascua Yaqui Tribe
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Rosie.Matas@pascuayaqui-nsn.gov

James Montaque

Tribal Employment Rights Office Director
Quechan Indian Tribe
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Robin Enos

Human Resources Director, HR Office
Salt River Pima-Maricopa Indian Community
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Scottsdale, AZ 85256
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robin.enos@srpmic-nsn.gov

Hutch Noline

Tribal Employment Rights Office Director
San Carlos Apache Tribe
P.O. Box 219
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hutchnoline@yahoo.com

Marlo Enos

Compliance Officer
Tohono O'odham Tribe
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Sells, AZ 85634
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Marlo.Norris-Enos@tonation-nsn.gov

Alvino Hawkins Sr.

Tribal Employment Rights Office Director
White Mountain Apache Tribe
P.O. Box 2390
Whiteriver, AZ 85941
(928) 338-1012; fax (928) 338-1035

Denise Hood

Tribal Employment Rights Office Director
Yavapai Apache Nation
2400 West Datsi Street
Camp Verde, AZ 86322
(928) 567-1062; fax (928) 567-1064
DHood@yan-tribe.org

- **The level within the organization (described in such terms as the individual's authority and position relative to the top of the hierarchy) occupied by the EO Officer(s). (See 29 CFR 37.24.)**

In accordance with the Department of Labor regulations at 29 CFR Part 37, the State of Arizona has designated William H. Gadzia, Administrative Services Officer I, as Workforce Investment Act (WIA) Equal Opportunity Officer to be responsible for ensuring that all WIA programs are operated in a nondiscriminatory manner. The State-Level EO Officer is designated by and reports directly to the Program Administrator of the Employment Administration (EA) of the Arizona Department of Economic Security (DES) on EO matters, and is responsible for ensuring that One Stop Center programs administered by DES/EA that receive Federal financial assistance, are in compliance with the nondiscrimination and Equal Opportunity provisions of Section 188 of the WIA and 29 CFR Part 37. The WIA EO Officer undergoes training at the State of Arizona's expense to maintain competency as required by the EA Program Administrator; and oversees development and implementation of Arizona's Methods of Administration under 29 CFR Part 37.54.

- **The duties of the EO Officer(s), and the manner in which those duties are carried out. (At a minimum, duties assigned to the EO Officer must include those listed in 29 CFR 37.25.) Describe both the EO duties, responsibilities and activities associated with the implementation of 29 CFR part 37, and all other duties, responsibilities and activities. Note: The EO Officer may not be assigned duties, responsibilities or activities that would constitute a conflict of interest or the appearance of such a conflict; see 29 CFR 37.24.)**

The State-Level EO Officer's designated duties associated with the implementation of 29 CFR Part 37 include:

- Serving as the State of Arizona's liaison with CRC;
- Monitoring and investigating the State of Arizona's activities, and the activities of the entities that receive WIA Title I funds from the State of Arizona, to make sure that the State of Arizona and its subrecipients are not violating nondiscrimination and Equal Opportunity obligations under WIA Title I and 29 CFR Part 37;
- Reviewing the State of Arizona's WIA written policies to make sure that those policies are nondiscriminatory;
- Developing and publishing the State of Arizona's WIA procedures for processing discrimination complaints under 29 CFR 37.76 through 37.79, and making sure that those procedures are followed;
- Overseeing the development and implementation of the State of Arizona's Methods of Administration under 29 CFR 37.54;
- Undergoing training at the State's expense to maintain competency, as well as any staff assigned EO responsibilities;
- Handling of complaints, monitoring of LWIAs and sub-recipients, and the collection and analysis of data; and
- Providing training for, and meeting regularly with, the LWIA EO Officers.

In addition to the EO duties, the WIA Administrative Services Officer I also performs these tasks in his job within the EA/WIA Section:

- Supervise clerical support unit;
- Edit and approve outgoing correspondence;
- Review and advise WIA Section Manager on Federal rules and regulations;
- Oversee procurement and contracts;
- Initiate and prepare personnel transactions and supporting documentation;
- Act as liaison to EA personnel;
- Develop/revise organizational charts to provide current staffing profiles;
- Oversee client tracking system and preparation of Federal reports;
- Assist in preparing and analyzing WIA budget;
- Initiate and approve purchase requests;
- Oversee the space and equipment needs;
- Attend meetings with or for WIA Section Manager;
- Prepare written correspondence as necessary; and
- Track deadlines on assigned tasks.

The State Level EO Officer's other job duties and responsibilities in the WIA Section do not create a conflict of interest with the responsibilities as EO Officer.

- **The manner in which the State and recipients makes the identity of the EO Officer(s) known to applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for employment, as well as interested members of the public. (See 29 CFR 37.26.)**

The name of the State EO Officer has been provided to all the Local Workforce Investment Areas (LWIAs) staff by letter and the “Equal Opportunity Is The Law” poster has been distributed and is to be posted wherever WIA services are provided. In addition, the State EO Officer contact information appears in administrative orders, policies, letters and on all internal and external communications relating to Equal Opportunity and Non-Discrimination matters.

The “Equal Opportunity Is The Law” poster has been distributed by the State to all LWIAs in electronic form (in both English and Spanish) so it can be edited to include Local Area EO information and printed out, as well as included in LWIA forms, such as participant enrollment forms, policies, etc. Registrants, eligible applicants, participants, claimants, employees and applicants for employment, as well as interested members of the public and any others, are made aware of the local EO Officer through the LWIA nondiscrimination posters, administrative orders, policies, and letters. Equal Opportunity Officer contact information appears on all internal and external communications about nondiscrimination and EO programs.

- **The level of staff and other resources available to State and local-level EO Officer(s) to ensure that WIA Title I-financially assisted programs and activities operate in a nondiscriminatory way. (See 29 CFR 37.2(c).)**

The WIA Section of DES/EA employs sufficient staff and adequate resources to ensure compliance with the nondiscrimination and Equal Opportunity provisions of Section 188 of the WIA and with 29 CFR 37.26(c). WIA Section staff that are available to assist the WIA EO officer in completing his duties under this Element include, but are not limited to: Policy Specialists, Fiscal and Programmatic monitors, and administrative support staff. The WIA Section monitors make annual visits to all of Arizona’s Local Workforce Investment Areas and their respective monitoring tools include items related to the Equal Opportunity and non-discrimination requirements of the Workforce Investment Act and 29 CFR 37. Additionally, the WIA EO Officer meets at least weekly with the WIA Section management team, including the WIA Section Manager, the Policy Manager, the Field Operations Manager and Fiscal Manager. The WIA EO Officer also meets as needed with the DES Office of Equal Opportunity staff. The WIA EO Officer will also meet and correspond regularly with LWIA EO Officers for training, discussions, etc. related to EO issues.

The total WIA State of Arizona allocated funds stand at approximately \$47 million per year. The amount budgeted for State fiscal year 2006 and Federal Program Year 05 (7/1/05 – 6/30/06) for WIA staff cost is \$2.05 million. All WIA staff salaries and other costs, including the EO Officer’s salary come from 5% State Administrative funds.

Each LWIA was sent the Arizona EO Monitoring Tool (2006) after the most recent (January 18 & 19, 2006) MOA Training Conference. In this tool, the Designation of Equal Opportunity Officer section asked for the following information:

“h. Does the EO Officer have sufficient staff and resources to ensure compliance with the nondiscrimination and Equal Opportunity provisions of WIA? Yes _____ No _____”

A review of the returned tools indicates that all LWIA EO Officers state that they have at their disposal adequate staff and resources to ensure compliance with the nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act.

- **The States' plan for ensuring that State and local level EO Officers and their staff are sufficiently trained to maintain competency (29 CFR Part 37.26(d)):**

The WIA EO officer will attend annual CRC training, as well as periodic DES EO classes and training conferences to maintain competency. DES requires all supervisory staff, such as the WIA EO officer, to complete an Equal Opportunity class through the DES Office of Organization and Management Development, the DES staff training resource or Arizona Government University (AzGU), the training unit for all Arizona State employees. The Phoenix Equal Opportunity Employment Commission, the DES Director's Office of Equal Opportunity, as well as the Governor's Office of Equal Opportunity also provide periodic training and seminars in Equal Opportunity and Non-Discrimination issues.

The WIA EO Officer and WIA Section staff has training available through AzGU in areas related to Equal Opportunity and Non-Discrimination, such as the Americans with Disabilities Act, discrimination complaints, Family and Medical Leave Act, sexual harassment and diversity. These discrimination classes help ensure the WIA EO Officer, as well as WIA Section staff who support the WIA EO Officer, will understand the responsibilities required in enforcement of EO and nondiscrimination laws under WIA.

The WIA EO Officer will communicate regularly via telephone and email with LWIA EO officers regarding Equal Opportunity and non-discrimination issues, policies, training opportunities and other relevant matters. The email communication will occur on a monthly basis via an electronic Equal Opportunity Issues Newsletter, and it will help keep LWIA staff aware of important Equal Opportunity and non-discrimination information and resources.

- **The identity, by name, title and organization, of the individual to whom each State and local-level EO Officer reports on Equal Opportunity matters.**

The State of Arizona WIA Equal Opportunity Officer reports to Thomas Colombo, Program Administrator for Employment Administration (EA) of the Arizona Department of Economic Security (DES) on EO matters. Employment Administration comprises many of the WIA partner programs (e.g., Job Service/Wagner-Peyser, Unemployment Insurance, Veterans, Trade Adjustment Act, Migrant Seasonal Farm Workers, etc.).

State of Arizona - WIA
Methods of Administration

The local-level EO Officers report to the following:

LWIA name:	EO Officer Name:	Reports to (Name/ Title/ Organization):
Apache County	Tina Gamboa	Gail Sadler/Director/Apache County LWIA
City of Phoenix	Beverly Marsh	Cynthia Spell/Director/City of Phoenix LWIA
Cochise County	Mary Tieman	Vada Phelps/Director/Cochise County LWIA
Coconino County	Janetta Beaumont	Steve Peru/Deputy County Manager/Coconino County
Gila/Pinal Consortium	Barbara Valencia	Jen Dean Sartin/Deputy Director/Gila County
Graham County	Terry Cooper	John Drew, Mark Harrington, Jim Palmer/Supervisor/ Graham County Board Of Supervisors
Greenlee County	Evangelina Esquivel	Kay Gale/County Administrator/Greenlee County
Maricopa County	Rudy Barcelo	Diana Shepherd/Supervisor/Maricopa County Workforce Development Department
Mohave-LaPaz Consortium	Susie Parel-Duranceau	Ron Walker/Mohave County Manager/Mohave County
Navajo County	Tina Gamboa	Gail Sadler/Director/Navajo County LWIA
Pima County	Rosemary Cora-Cruz	Celina Somoza, Arnold Palacios/Co-Directors/Pima County One Stops
Santa Cruz County	Hector Martinez	Vanezza Gallego/Deputy Director/Santa Cruz. County Commerce & Economic Development
Yavapai County	Tony Corcoran	Kenneth J. Sweet/Executive Director /Northern Arizona Council of Governments
Yuma County	Nidia Herrera	Mercedes Mendivil/One Stop Administrator/Yuma Private Industry Council
REPAC Consortium	Christina Throop	Diana Russell/REPAC Program Director/Gila-Pinal Consortium
Nineteen Tribal Nations Consortium:	(NOTE: NTNWIA's Strategic Plan says each Tribe's TERO Officer acts as EO Officer for WIA)	
- Cocopah Indian Tribe	Frank Molina	Kermit Palmer/Tribal Administrator/Cocopah Indian Tribe
- Colorado River Indian Tribes	Mathew Leivas Sr.	Don Eddy/WIA Program Director/Colorado River Indian Tribes
- Gila River Indian Tribe	Lawanda Pablo	Lana Chanda/WIA Program Director/Gila River Indian Tribe
- The Hopi Tribe	Brent Honahni	Noreen Sakiestewa/WIA Program Director/Hopi Indian Tribe
- The Hualapai Tribe	Everett Manakaja	Toni DeBrie/WIA Program Director/Inter-Tribal Council of Arizona
- Inter-Tribal Council of Arizona	Bette Hartsfield	John Lewis/WIA Program Director/Inter-Tribal Council of Arizona
- Pasqua Yaqui Tribe	Rosy Matas	Greg Madril/WIA Program Director/Pasqua Yaqui Tribe
- Quechan Indian Tribe	James Montaque	Christine Emerson/WIA Program Director/Quechan Indian Tribe
- Salt River Pima/Maricopa Indian Tribes	Robin Enos	Bryan Meyers/SRPMIC Community Manager/ Salt River Pima-Maricopa Indian Community
- San Carlos Apache Tribe	Hutch Noline	Etta Key/WIA Program Director/San Carlos Apache Tribe
- Tohono O'Odham Tribe	Marlo Enos	Robin Bitrick/WIA Program Director/Tohono O'Odham Nation
- White Mountain Apache Tribe	Alvino Hawkins Sr.	Marjorie Quade/WIA Program Director/White Mountain Apache Tribe
- Yavapai Apache Nation	Denise Hood	Debra Johnson/WIA Program Director/Yavapai Apache Nation

- **A description of the professional and support staffing levels and resources provided to each State and local-level EO Officer to assist him or her in ensuring compliance with WIA Section 188 and Part 37.**

The WIA Section has Policy Specialists to help with data analysis and evaluation, as well as development and dissemination of Policy guidelines, etc. Fiscal and Programmatic Monitors annually examine LWIA written materials, case files, physical locations, etc., for items relating to Equal Opportunity and non-discrimination issues. Clerical support staff type correspondence, flyers, posters, etc., for use in Equal Opportunity and non-discrimination issues, directives, etc. Also, DES/Employment Administration provides staff assistance in the form of information technology services, administrative planning, budgeting, personnel staffing and facilities, etc.

- **The type and level of training each State and local-level EO Officer has received and will receive to ensure that he or she is capable of fulfilling his or her responsibilities as an EO Officer.**

The WIA EO Officer has completed courses through the DES/Arizona State employee/supervisor training process in Ethical Issues In The Public Sector; Health Insurance Portability and Accountability Act - Level I; Employment Law In State Government I - ADA/FMLA; Employment Law In State Government II – EEO; and Basic Data Security, among others. In addition, the WIA EO officer has recently completed the Arizona 2006 Methods of Administration training presented by the United States Department of Labor (USDOL), Civil Rights Center (CRC).

In 2003, the WIA Section (then designated the Workforce Development Administration) sponsored the initial Methods Of Administration Training in Arizona, and this training was attended by many of the current LWIA EO Officers.

More recently, the Employment Administration/WIA Section, sponsored the 2006 State of Arizona Methods of Administration Training on January 18 & 19, 2006 in Phoenix. Training was provided by CRC staff and covered MOA Development and Equal Opportunity Issues for State and LWIA staff. Besides the State WIA EO Officer, WIA staff included the Field Operations Manager, a Policy Specialist and Programmatic Monitors. Other DES One Stop partners in attendance included representatives from Employment Administration, Unemployment Insurance, Rehabilitation Services Administration and Wagner-Peyser/Job Service. LWIA staff included Program Directors, EO officers, Tribal Equal Rights Officers, One-Stop Coordinators and other staff with EO responsibilities, including nearly half of the LWIA EO Officers in Arizona.

Training included in depth analysis of all 9 Elements which make up the MOA. As part of the discussion about compliance with Section 504 of the Rehabilitation Act of 1973, an interactive video conference included an extended question and answer session with the CRC expert in disability issues under WIA. Tools to help with the development and documentation of the MOA (e.g., MOA Analysis Checklist, WIA Section 188 Disability Checklist, copies of all pertinent laws, regulations, etc.) were included in the Conference

notebook given to all attendees. Printed copies of the power point presentations used in the training and links to online resources available at the USDOL/CRC website were distributed with the training materials.

The WIA EO Officer will provide quarterly training to LWIA EO Officers to ensure that LWIAs and other recipients understand and implement the requirements of the Equal Opportunity provisions of the WIA, Section 188 and 29 CFR Part 37. The training schedule has been developed based on an analysis of the recently completed 2006 Arizona EO Monitoring Tool.

- **The means by which the State makes public the names, position titles and telephone numbers (including TDD/TTY numbers) of each State-and Local-level EO Officer.**

The primary dissemination of the EO Officer information in Arizona is via the “Equal Opportunity Is The Law” poster. The poster contains information including: identification of the EO Officer by name, position, title, business address, e-mail address (if applicable), and telephone number including TDD/TTY number if available. The State will make TDD/TTY phone access available as a means to contact the State WIA EO Officer by September 1, 2006. Additionally, the State publishes a list of the information for the State and LWIA EO Officers on the DES/WIA website at <http://www.azdes.gov/wia/moa.asp>.

- **A description of any duties, other than WIA Equal Opportunity responsibilities, assigned to each State and local-level EO Officer.**

Assigned to each State and LWIA EO Officers are duties, which include but are not limited to:

- Supervision;
- Daily administrative procedures;
- Operational responsibilities;
- Facility maintenance;
- Requisition and procurement; and
- Correspondence coordination.